



**Hatton**  
**Special School**

# **Learning Support Assistant**

## **Application pack**

**Job description**

**and**

**person specification**

# Welcome from the Headteacher

Thank you for your interest in the post of Learning Support Assistant at Hatton Special School.

I joined the school in September 2023 and feel privileged to be working with such an amazing group of pupils and a friendly, committed and talented staff team.

We have 199 pupils on roll, most with a diagnosis of autism. They are grouped in 26 classes, two of which are co-located in mainstream schools, providing these pupils with inclusion opportunities. We have approximately 170 staff in our school. It is a large but friendly community, you will receive a warm welcome and quickly feel part of the Hatton family.

This is an exciting time to be joining our school as we are growing to provide much needed additional SEND place for Redbridge pupils. We are working with the local authority to design our new building at Park Avenue in Ilford, this will become our upper school site when the newly refurbished building opens in September 2025. We are recruiting to increase leadership capacity to support our school growth.

As a Learning Support Assistant in a special needs school, you will play a crucial role in supporting students with diverse learning needs. Your main responsibility will be to assist teachers in creating an inclusive and accessible learning environment. You will provide one-on-one or small group support to students, helping them engage with the curriculum and educational materials tailored to their individual needs. You will also assist in implementing learning strategies and adapting resources to ensure students' full participation in lessons. You will support students with communication, social, and emotional challenges, providing guidance and encouragement to help them succeed. You will collaborate with teachers to monitor progress and adjust approaches as necessary, ensuring all students receive the support they need to thrive in their learning journey.

We recently updated our curriculum purpose, mission and vision. We aim “to light the fire of curiosity and enquiry in the mind of every pupil, by empowering our staff to be ambitious and creative and take risks in learning. Leading to amazing lessons where we learn, grow and achieve; together”.

Hopefully this is a vision you can help us realise and the kind of school you would like to join.

We promise to invest in the induction and training of all new staff so that they can be successful. We have high standards and are aspirational, but we also realise our staff work best when they feel supported, their hard work is appreciated and workload is reasonable.

Our website will provide more information about our school, I also encourage you to visit us if you can. Alternatively, if you are unable to visit but would like an informal conversation about our school that can also be arranged. Please telephone the school and ask for Meraph Kiflay, our HR Administrator, who will be happy to arrange this.

We are proud of our school, putting our pupils at the centre of all we do. Becoming a member of our team means you will join us in making a real difference in the lives of these very special young people.

I do hope you decide to apply, we look forward to learning more about you and what you could bring to our school as a member of the Hatton staff team.

Yours sincerely,



Chris Smaling

## About Hatton Special School

**Who we are:** we are a community dedicated to making a difference in the lives of our pupils. Working with families and other professionals we do all we can to prepare our pupils for a successful future.

**Our purpose is clear:** to light the fire of curiosity and enquiry in the mind of every pupil.

**About you:** everyone at Hatton is a team player. Whatever role someone has in the school their work contributes to our pupil's success.

**Our values:** you will need to share our values: respect, learning, compassion, honesty, growth, responsibility and diversity.

**What's in it for you:** you will soon appreciate that your hard work and passion is making a real difference. It will not always be easy, but we think you'll always feel it's worth it.

## About your role

**Job Title** Learning Support Assistant

**Grade** LBR4 Actual Pay £24,279

**Hours Of Work** 08:30-16:00 Monday – Thursday 08:30-15:00 Friday

34 x 44.26 weeks (term-time only)

**Start date** April 2025

**Reporting to** Class teacher

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# Job description

## Main purpose

- To work with class teachers to raise the learning and attainment of pupils
- To promote pupils' independence, self-esteem and social inclusion
- To give support to pupils, individually or in groups, so they can access the curriculum, take part in learning, and experience a sense of achievement

## Duties and responsibilities

- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils including, where appropriate, those with special educational needs and disabilities (SEND)
- Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities
- Support the teaching of a broad and balanced curriculum aimed at pupils achieving their full potential in all areas of learning
- Use effective behaviour management strategies consistently in line with the school's policy and procedures
- Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment
- Observe pupil performance and pass observations on to the class teacher
- Use ICT skills to advance pupils' learning
- Undertake any other relevant duties given by the class teacher
- Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the class teacher
- Develop effective professional relationships with colleagues
- To form and maintain appropriate relationships with personal boundaries with children, parents and colleagues.
- Promote the safety and wellbeing of pupils, and help to safeguard pupils' wellbeing by following the requirements of Keeping Children Safe in Education (KCSIE) and our school's child protection policy
- To participate in training and other learning activities and performance development as required.
- To uphold the values and ethos of the school to be PROUD (Professional, Respectful, Organised, Understanding and Dedicated) and contribute to the wider school community in Learning, Growing and Achieving Together.
- Demonstrating commitment to the school community including through good attendance and punctuality
- The above duties and responsibilities are not exclusive and you may be required to undertake further duties as may reasonably be expected within the grade and skills of the post holder.

## Person specification

<b>Candidate description</b>
<b>Qualifications &amp; Training</b>
<ul style="list-style-type: none"> <li>• Good standard of written and spoken English &amp; Mathematics</li> </ul>
<b>Experience</b>
<ul style="list-style-type: none"> <li>• Experience of working or volunteering with / parenting children</li> <li>• Experience of working with young people with special educational needs</li> </ul>
<b>Knowledge and Skills</b>
<ul style="list-style-type: none"> <li>• Good ICT skills, particularly using ICT to support learning</li> <li>• Willingness to support children on a range of curriculum activities and therapies both in school and the local community</li> <li>• Ability to be flexible and work as part of a busy team</li> <li>• Ability to work positively and supportively with children who exhibit complex and difficult behaviours.</li> <li>• Ability to remain calm under pressure and respond constructively to unexpected situations</li> <li>• Ability to work under own initiative and support teachers by providing feedback on pupils' achievements</li> <li>• Able to deal with children's basic health and hygiene needs including personal care</li> <li>• Ability to work in line with school policies and ethos</li> </ul>
<b>Personal Qualities</b>
<ul style="list-style-type: none"> <li>• Good interpersonal skills and ability to liaise with parents/carers and professionals</li> <li>• Understand and demonstrate confidentiality</li> <li>• Willing to attend training / develop skills</li> </ul>
<b>Other Criteria</b>
<ul style="list-style-type: none"> <li>• A commitment to the safeguarding and welfare of all children and the ability to work within the school's Safeguarding Policy and procedures</li> <li>• An understanding of and commitment to Equality and Diversity</li> <li>• An understanding of and commitment to Health and Safety</li> <li>• Enhanced DBS check will be required for successful candidate</li> </ul>
<b>Desirable Criteria</b>
<b>Qualifications &amp; Training</b>
<ul style="list-style-type: none"> <li>• First aid qualification</li> </ul>
<b>Experience</b>
<ul style="list-style-type: none"> <li>• Experience in a school environment</li> <li>• Experience of / training in : Team Teach PECS Principles of TEACCH Intensive Interaction</li> <li>• Experience of recording clear, precise observations of children.</li> </ul>
<b>Knowledge and Skills</b>
<ul style="list-style-type: none"> <li>• Willingness to drive the school minibus</li> </ul>



*'Lighting the fire of curiosity and enquiry  
in the mind of every pupil.'*

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 [Hattonspecialschool.co.uk](http://Hattonspecialschool.co.uk)